

ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION

POSITION TITLE: HOUSEKEEPING SUPERVISOR

POSITION LOCATION: ASDB

POSITION REPORTS TO: Loss Prevention/Facilities Manager

POSITION SUPERVISES: Custodial Workers

MINIMUM QUALIFICATIONS: High School Diploma or GED; three years' experience in institutional housekeeping work; supervisory or work leader experience must be able to safely lift a minimum of 65 pounds.

PREFERRED QUALIFICATIONS: Ability to communicate using sign language; five years' supervisory experience; associate degree.

MAJOR DUTIES AND RESPONSIBILITIES: Manages and directs all housekeeping and custodial services; supervises staff in accord with laws, policies, and agency procedures including but not limited to evaluation, discipline, handling grievances, approving leave, etc.; plans and organizes, personally or through subordinates, the work of a large group of workers performing a variety of custodial and miscellaneous cleaning tasks such as scrubbing, mopping, washing of rooms, toilets, hallways, and other areas; develops and participates in a training program to familiarize custodial and domestic workers with particular problems involved in housekeeping and custodial services including improved techniques for such assigned tasks; holds conferences with subordinate personnel; makes frequent inspections of buildings; requisitions appropriate materials and supplies; prepares detailed financial records and reports; submits reports and memoranda regarding housekeeping policies and procedures; prepares annual budget for housekeeping responsibilities; performs other duties as assigned.

KNOWLEDGE AND SKILLS: Comprehensive knowledge of materials, implements, and devices used in cleaning operations; considerable knowledge of effective supervisory methods and techniques. Ability to plan, assign, supervise, and inspect the work of a large group of subordinate personnel; to develop and instruct employees in custodial techniques; ability to work from written and oral instructions; to make changes in the work program; to meet frequent changes in services needs; to establish and maintain effective working relationships with others.

SPECIAL REQUIREMENTS/CONDITIONS: Must pass a beginning sign language course by one year of employment; must utilize appropriate personal protective equipment as required.